

Late Addendum Report

REPORTS FROM THE DIRECTOR CORPORATE SERVICES

a25 [CS-CM] RFO2016105 Supply of Desktop Computers and LCD Monitors

SUBMITTED BY: Information Technology

Valid



Civic Leadership

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

1	Civic Leadership
1.3	Delivering the objectives of this plan
1.3.1	Council's organisation will be resourced to provide the essential services and support functions to deliver the objectives of this Plan

SUMMARY OF REPORT:

Request for Offer RFO2016105 for the supply of Desktop Computers and LCD Monitors was published to VendorPanel using IT&C Products, Services and Consulting Contract LGP115 to replace Hardware on Capital Finance lease contract 22300141, due to be returned to the lease company later this year.

At the time of closing three Offers were received.

The evaluation of the offers against the Selection Criteria is contained in the Offer Evaluation Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. The recommendations are based on the evaluation.

RECOMMENDATION:

That in respect to Contract RFO2016105 for the supply of Desktop Computers and LCD Monitors:

- 1. Council awards the contract to Computer Systems (Australia) Pty Limited (ABN: 44 003 147 153) for the amount of \$265,836.78 (exclusive of GST).**
- 2. The General Manager be granted delegated authority to approve appropriately deemed variations to the contract and those variations be reported to Council at finalisation of the contract.**

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3. **ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-**
- (d) **commercial information of a confidential nature that would, if disclosed:**
 - (i) **prejudice the commercial position of the person who supplied it, or**
 - (ii) **confer a commercial advantage on a competitor of the council, or**
 - (iii) **reveal a trade secret.**

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REPORT:

Offer Background

Offer RFO2016105 for the supply of Desktop Computers and LCD Monitors was published to VendorPanel using IT&C Products, Services and Consulting Contract LGP115 to replace Hardware on Capital Finance lease contract 22300141, due to be returned to the lease company later this year.

The replacement hardware includes:

- 216 x Desktop Computers;
- 295 x 22" LCD Monitors;
- 17 x 24" LCD Monitors; and
- 1 x 27" LCD Monitor.

The following LGP115 Contract panel members were invited to respond to RFO2016105:

- Computer Systems (Australia) Pty Limited (Hewlett Packard);
- Hitech Support Pty Ltd (DELL); and
- Leading Edge Computers Port Macquarie (Lenovo).

Inviting the abovementioned LGP115 Contract panel members ensured that Council received pricing across the leading computer product brands, Hewlett Packard, DELL and Lenovo.

Request for Offer Advertising

Offers were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. The Request for Offers was advertised from Friday, 1 July 2016 on VendorPanel using IT&C Products, Services and Consulting Contract LGP115.

Offer submissions closed on LGP VendorPanel at 11.00am (local time) on Monday 25 July 2016.

Offer Addendums

There was one (1) "Notice to Bidders" issued through VendorPanel before the close of Offer to extend the close date from 5:00pm Friday, 22 July to 11:00am Monday, 25 July 2016.

Offer Submissions

At the closing time for Offer Submissions, three (3) Offers were received. Offers were recorded as below:

Bidder	ABN
Computer Systems (Australia) Pty Limited – Hewlett Packard	44 003 147 153
Hitech Support Pty Ltd - DELL	55 064 818 211
Leading Edge Computers Port Macquarie - Lenovo	86 623 497 484

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Offer Evaluation

An Offer Evaluation Plan was developed based on the premise that competitive Offers were to be received and scored against specific evaluation criteria in order to select the best value Offer.

Council's Offer Evaluation Panel was made up as follows:

Position
Kenneth Holdsworth, Manager Information Technology
Chris Peate, Senior Technical Systems Supervisor
John Bruggy, Team Leader – Client Solutions

Offers were evaluated based on the criteria noted in the table below which were also listed in the Conditions of Offering.

Criterion	Document Reference	Weighting (%)
Value for Money (Normalised Offer Price)	Offer Evaluation Spreadsheet	55%
Degree of fit to Technical Specification	Technical Compliance Evaluation.	20%
Hardware Delivery	Hardware Delivery Evaluation.	10%
Environmental Management	Environmental Performance Evaluation.	5%
Local Content	No local suppliers are listed on LGP VendorPanel.	10%
	Total	100%

The details of the price and non-price evaluation are shown on the Offer Evaluation Report and Offer Evaluation Scoring Sheet. A copy of the Offer Evaluation Report and Offer Evaluation Scoring Sheet are included as ATTACHMENTS 1 and 2 which are CONFIDENTIAL in accordance with Section 10A:

- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret

Bidder	Evaluation Score
Computer Systems (Australia) Pty Limited (HP)	100.00
Hitech Support Pty Ltd (DELL)	99.03
Leading Edge Computers Port Macquarie (LENOVO)	94.94

Computer Systems (Australia) Pty Limited (HP) achieved the highest overall assessment score and is therefore deemed as providing the best value for money offer for Council.

Leading Edge Computers Port Macquarie (LENOVO) provided two quotations:

- Quotation 1 - Air freight of the goods delivered in 2-3 weeks (additional \$32K); and

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- Quotation 2 – Standard freight delivered in 5-6 weeks (Did not meet the required delivery date)

OPTIONS:

It is recommended that Council accepts the Offer from Computer Systems (Australia) Pty Limited (HP), ABN: 44 003 147 153 to the value of \$295,374.20 inclusive of GST for the supply and delivery of 216 x Desktop Computers, 295 x 22" LCD Monitors, 17 x 24" LCD Monitors and 1 x 27" LCD Monitor.

CONCLUSION:

Based on the conformity with the technical specifications and as the cheapest offer, it is recommended that Computer Systems (Australia) Pty Limited be awarded the supply of Desktop Computers and LCD Monitors. Details of Computer Systems (Australia) Pty Limited relative competitiveness is shown in the Evaluation Report **CONFIDENTIAL ATTACHMENT 1** which was endorsed by the Offer Evaluation Panel.

COUNCIL IMPLICATIONS:

a. Policy:

The Offer invitation and evaluation were conducted in accordance with the provisions of:

- Local Government Act 1993 and NSW Local Government (General) Regulation 2005
- Council's Procurement Policy v1.8.

b. Budget/Long Term Financial Plan:

Provision for the RFO2016105 for the supply of Desktop Computers and LCD Monitors will be from the Leased Hardware account (A0083) and will be included as a 42-month lease term item on the December 2016 lease drawdown.

A review of the A0083 position shows that there are sufficient funds to accommodate the purchase and leaseback.

c. Legal:

Not Applicable.

d. Communication/Engagement:

Inform - We will keep you informed.

Not Applicable.

UNDER SEPARATE COVER/FURTHER INFORMATION:

(Confidential) Attachment 1. RFO2016105 - Offer Evaluation Report (ECM 4180252)

(Confidential) Attachment 2. RFO2016105 - Offer Evaluation Scoring Sheet (ECM 4180287)

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